

A photograph of an airport terminal with large windows. A person in a suit stands with a suitcase, looking out at a plane flying in the sky. The scene is lit with warm, golden light.

MH biz
P R O

USER GUIDE

for **CORPORATE USER**

A Corporate User is any employees who Corporate Admin has set up their profile in the portal.



INTRODUCTION

TYPE OF USER

There are two type of users in the portal which is *Corporate Admin* and *Corporate User*. Each type of user will have different level of access and authorization as below.

1. Corporate Admin

A Corporate Admin is a main user in the portal. As a main user a Corporate Admin will be able to:

- Create and manage employee or corporate user profile
- Create another corporate admin profile
- Assign and manage employee grouping
- Manage approval setting
- Full access to report
- Perform and manage booking for all users and for him/herself
- Approve travel request if she/he is set as approver

2. Corporate User

A Corporate User is any employees who Corporate Admin has set up their profile in the portal. A Corporate User will be able to:

- Manage his/her own profile
- Create and manage his/ her own booking
- Access to his/her own booking report
- Approve travel request if he/she is set as approver by Corporate Admin*

Note:

* *Setting up approval is an option if corporate wants to use approval flow provided in the portal.*

**The last approver will have authority to proceed for payment.*

**If corporate decide not to use approval flow then all Corporate Users can proceed for payment for his/her own booking and Corporate Admin can proceed for payment for all users assigned to him/her.*

The last approver will be authorized to proceed with payment for any booking.

Corporate Admin can raise a request, search for flights and can make a payment (only if he /she is authorized to do so), view the status for the raised requests, view the booked tickets.

Table of Contents

1.0 Getting Started

1.1 Header Tab Familiarization.....4

2.0 Quick start for your Duty Travel

2.1 First time login for Corporate User7

2.2 Create Booking for Duty Travel.....8

3.0 Extensive Guide for Duty Travel

3.1 Create Duty Travel with Approval Setting 14

3.2 Managing your booking 17

3.3 Generating Duty Travel Report 18

3.4 Approving Travel Request if Nominated as Approver20

4.0 Quick start for Leisure Travel

4.1 First time login for Corporate User24

4.2 Add your Family details26

4.3 Create booking for yourself and family.....28

5.0 Report

5.1 Create your report33

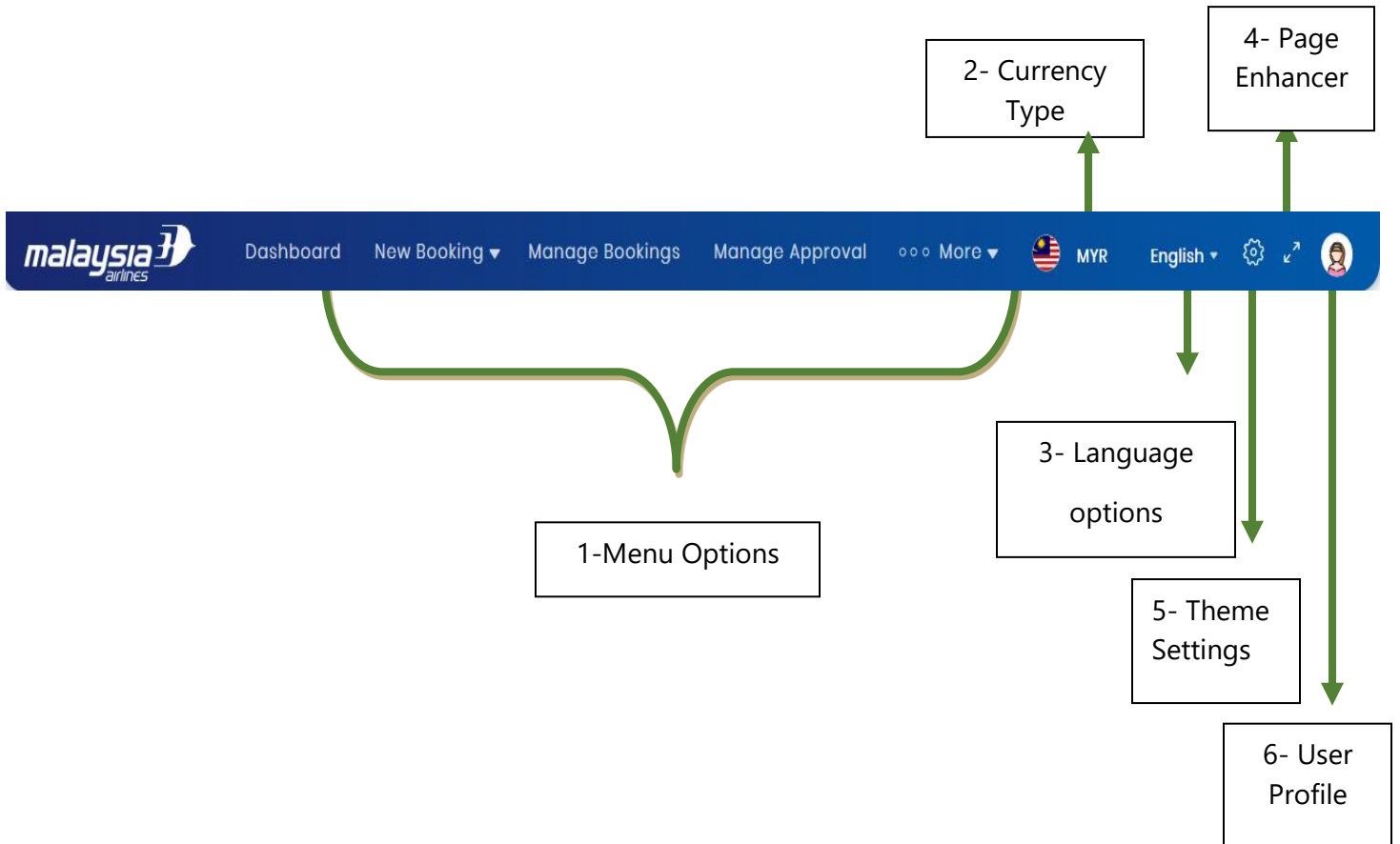
6.0 Dashboard34


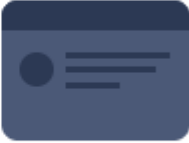


1.0 GETTING STARTED

1.1 Header Tab Familiarization

In the header tab section, you can find all the menu options as seen below.

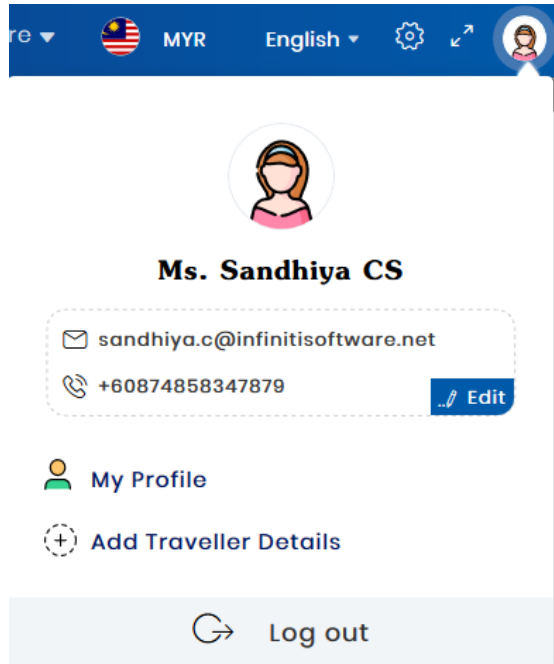


Options	Description
1-Menu Options	The list of options in the header tabs as below. <ul style="list-style-type: none"> • Dashboard • New Booking • Manage Bookings • Manage Approval • More <ul style="list-style-type: none"> ○ Manage Profile ○ Manage Employee Grouping ○ Manage Approval Settings ○ Reports
2- Currency Type	Type of the Currency which is being used
3- Language Options	Click here to set the language. However, currently only English language is available
4- Page Enhancer	Click here to enter full screen mode
5- Theme Settings	Click here to change the theme. There are two options available as below: <ul style="list-style-type: none"> • Default • Dark <p>Theme</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Default</p> </div> <div style="text-align: center;">  <p>Dark</p> </div> </div>
6- User Profile	Click here to see the account user profile details



- User Profile

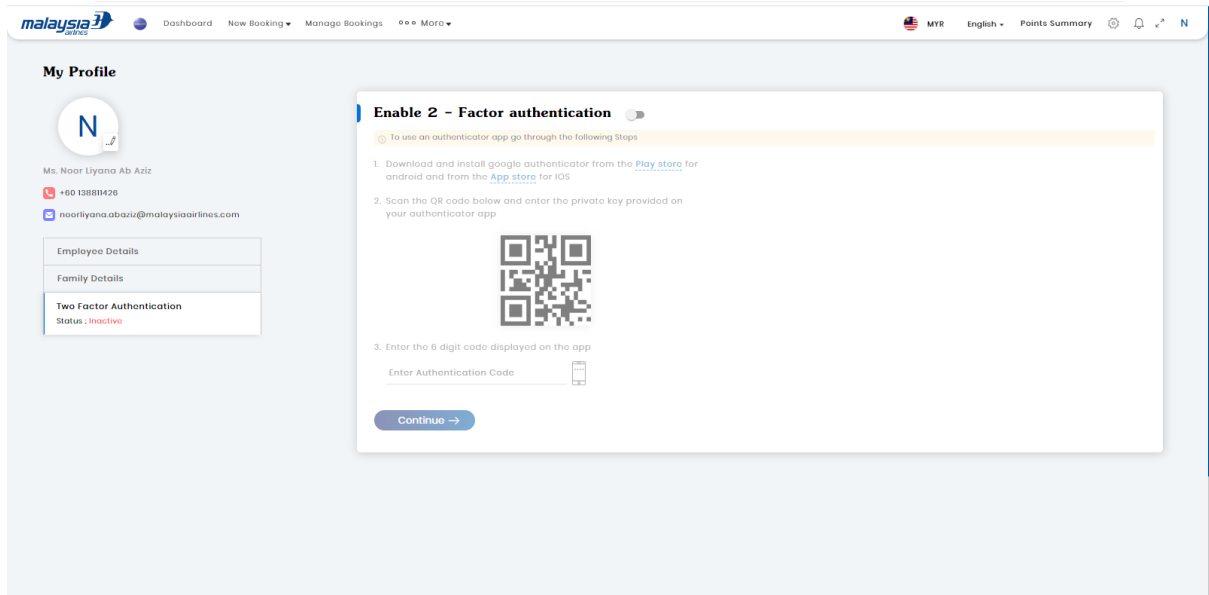
- Click on the  icon to edit and view your profile information



2. QUICK START FOR DUTY TRAVEL

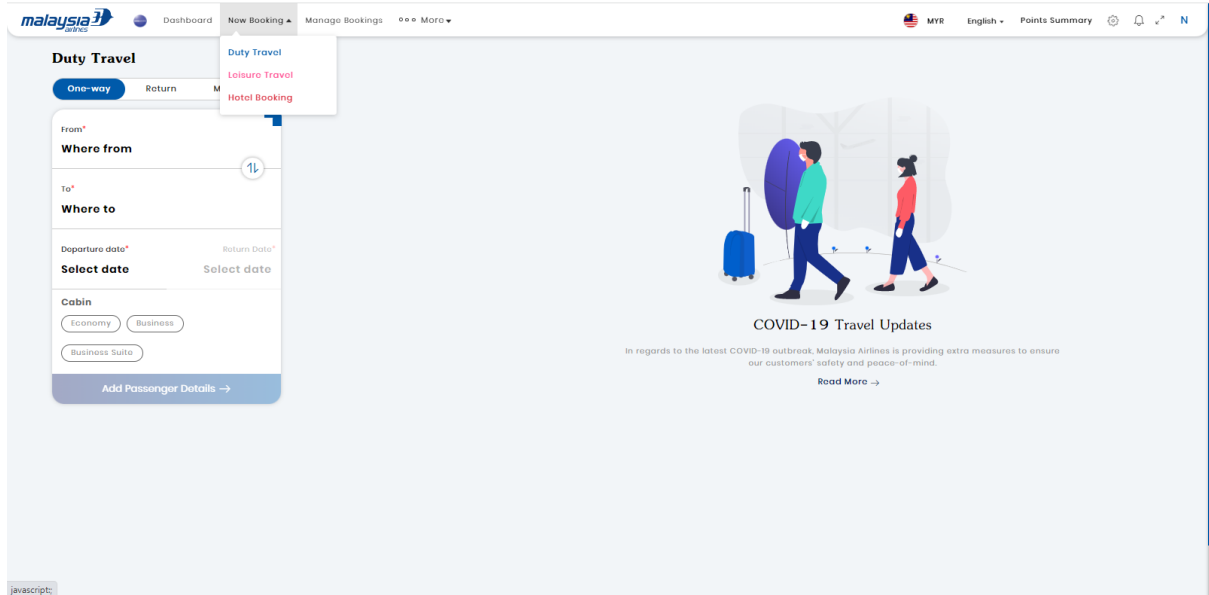
2.1 First-Time Log in for Corporate User

- Set your password through link in the email from portal within 24 hours from receiving the approval notification email.
- Your password must not contain characters (alphanumeric ONLY).
- Choose your setting whether to enable or disable two factor authentications (default: inactive)

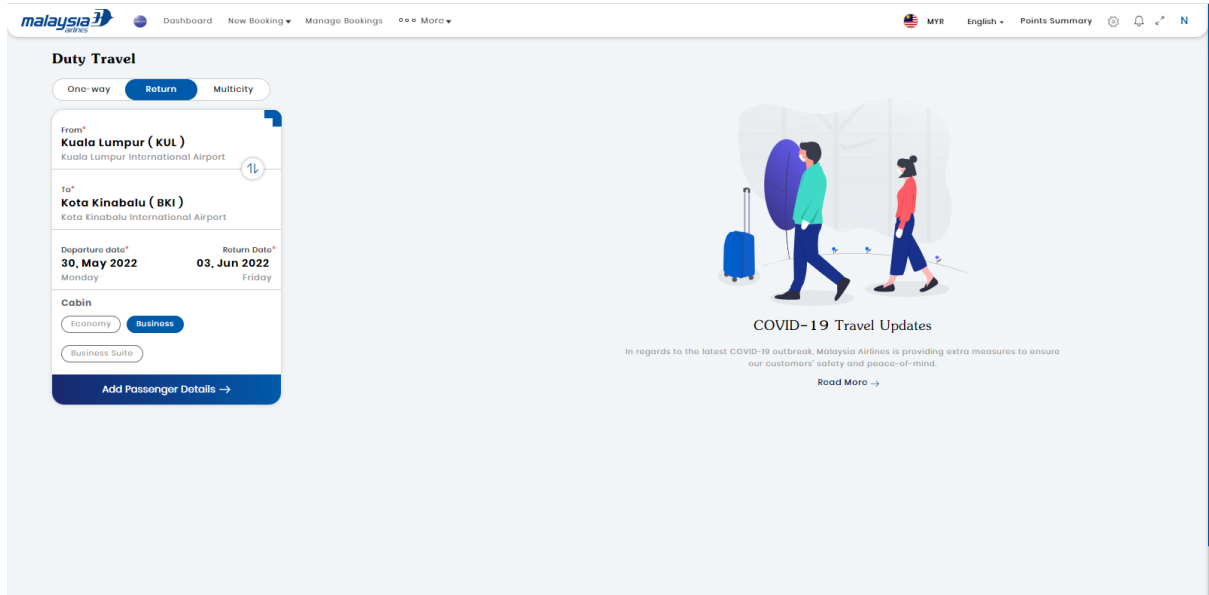


2.2 Create Booking for Your Duty Travel

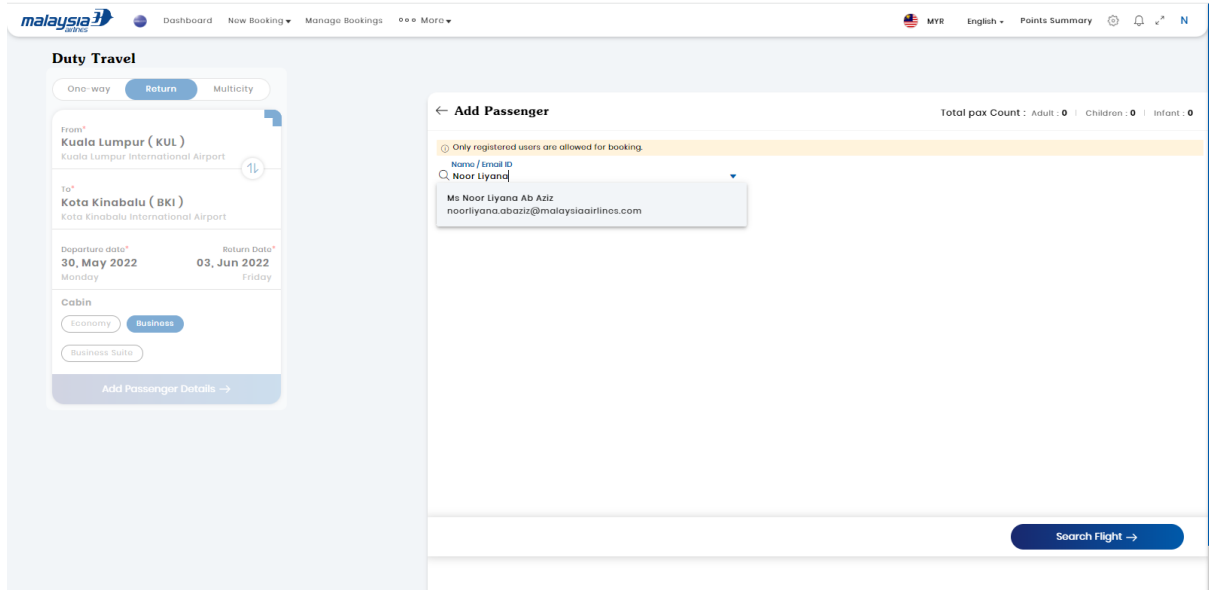
- Choose travel type from New Booking dropdown.



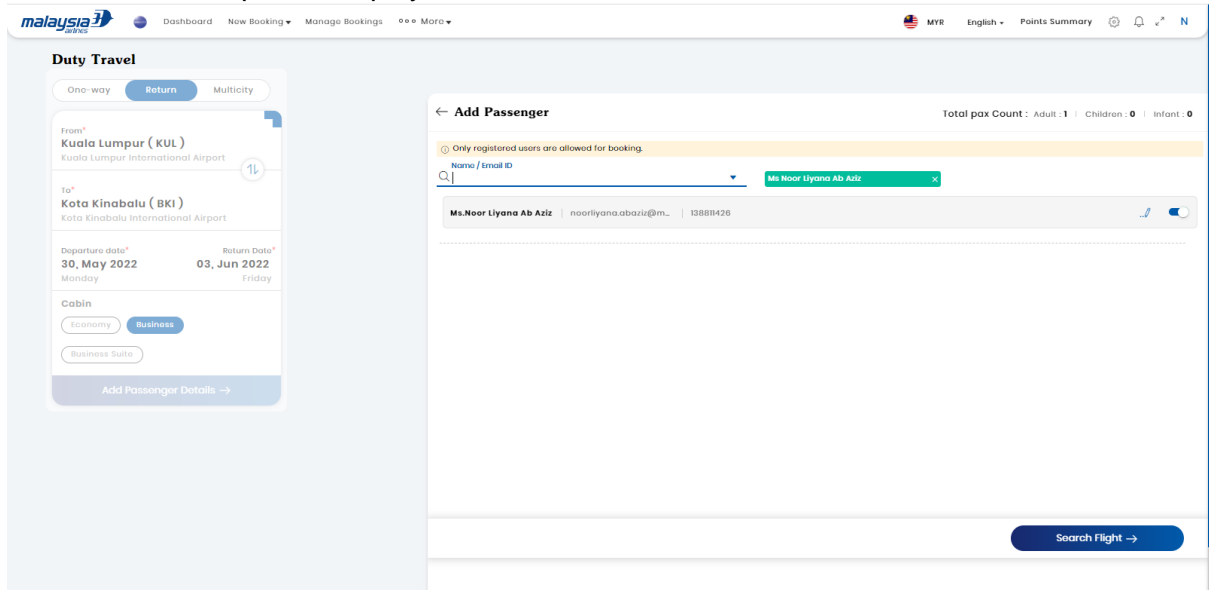
- Input your destination, date, and cabin



- Click on Add passenger detail and type in name or email of the intended traveler



- Make sure the traveler's name were in green line to proceed. This confirms traveler details had been input as employee



- Flight availability will display discounted fare for each flight

The screenshot shows the flight selection interface for Kuala Lumpur (KUL) to Kota Kinabalu (BKI) on 30 May 2022. The page is divided into several sections:

- Flight Select:** Shows the route, date, and departure time. The selected date is 30 May 2022.
- Flight Options:** Three flight options are listed, all operated by Malaysia Airlines (MH260) with a duration of 2h 40m. The first option is 08:05, the second is 09:15, and the third is 11:35. Each option shows a Business fare starting from MYR 1,144.70 (discounted from MYR 943.70).
- Flight Selection Panel:** On the right, there is a 'Flight selection' panel with 'Onward' and 'Return' sections. The 'Onward' section shows 'Mon 30, May 2022' with a 'No flight selected' button. The 'Return' section shows 'Fri 03, Jun 2022' with a 'No flight selected' button.

- Select your fare type

The screenshot shows the fare type selection interface for the same route and date. The 'Business' fare type is selected, and two options are presented:

- Business Basic:** Includes 2x7kg Cabin Baggage, 40kg Check-in Baggage, complimentary snacks/meals, free standard seat selection, no flexibility to board earlier, rebooking with a 1x free change fee, refund at a higher fee, upgrade with enrich points, complimentary lounge access, priority check-in, priority boarding, and priority baggage. The price is MYR 943.70.
- Business Flex:** Includes 2x7kg Cabin Baggage, 50kg Check-in Baggage, complimentary snacks/meals, free standard seat selection, flexibility to board earlier, rebooking with unlimited free change, refund at a higher fee, upgrade with enrich points, complimentary lounge access, priority check-in, priority boarding, priority baggage, and basic travel protection. The price is MYR 1,503.40.

Both options have a 'Select' button at the bottom.

- Selected fare summary will be on your right screen. Proceed next

The screenshot displays the 'Flight Select' step of the booking process. It shows two flight options from Kota Kinabalu to Kuala Lumpur on Friday, June 3, 2022. The first flight (MH263) departs at 19:05 and arrives at 21:40. The second flight (MH264) departs at 20:15 and arrives at 22:50. Both are direct flights with a duration of 2h 35m. The interface includes a 'Sort by' dropdown (Price, Departure time, Arrival time, Duration) and a 'Comparison' button. On the right, a 'Trip Summary' shows the selected Business fare for 1 adult, with a total price of MYR 3,008.80. Below the flight options, there are two columns of fare details: 'Business Basic' and 'Business Flex'. The 'Business Flex' fare includes benefits like unlimited free change, lounge access, and priority boarding. A 'Fare Summary' section at the bottom right shows the total amount of MYR 3,008.80 and a 'Next' button.

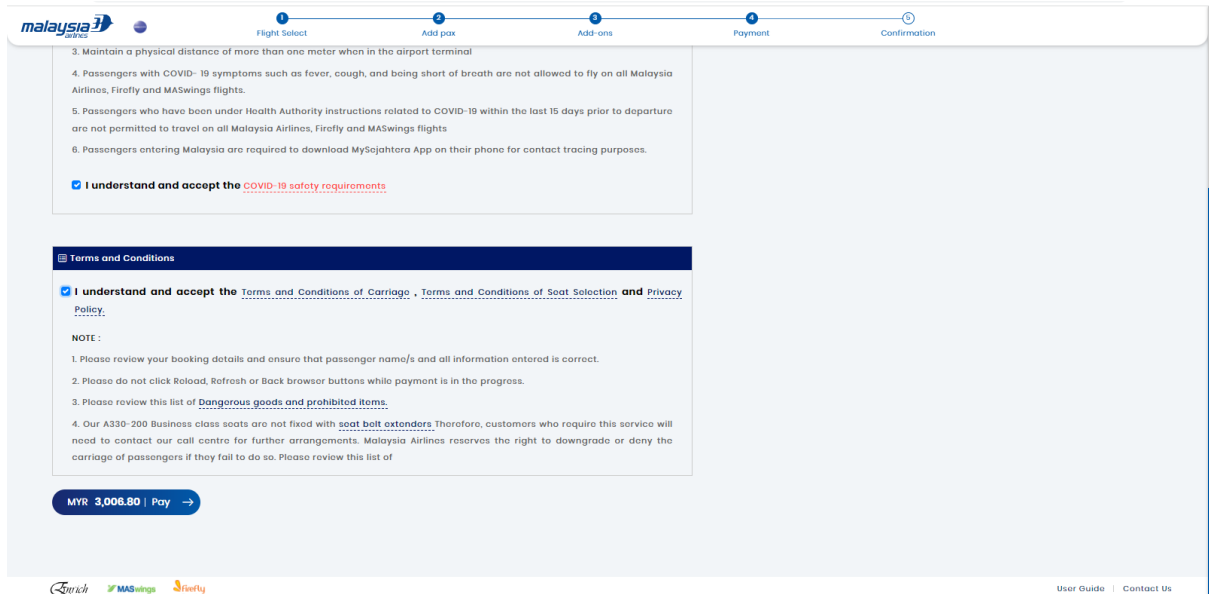
- Review your flight selection, key in Frequent Flyer number, Emergency Contact and proceed to Add On.

The screenshot displays the 'Add-ons' step of the booking process. It shows a 'Review Itinerary' section with two flight segments: Kuala Lumpur to Kota Kinabalu on May 30, 2022, and Kota Kinabalu to Kuala Lumpur on June 3, 2022. Below the itinerary, there is a 'Traveller Information' section for Ms. Noor Lijana Ab Aziz, including her contact details and a field for her Frequent Flyer number. There is also an 'Emergency contact information' section with fields for contact name and mobile number. At the bottom, there is an 'Add-Ons' button with a right-pointing arrow.

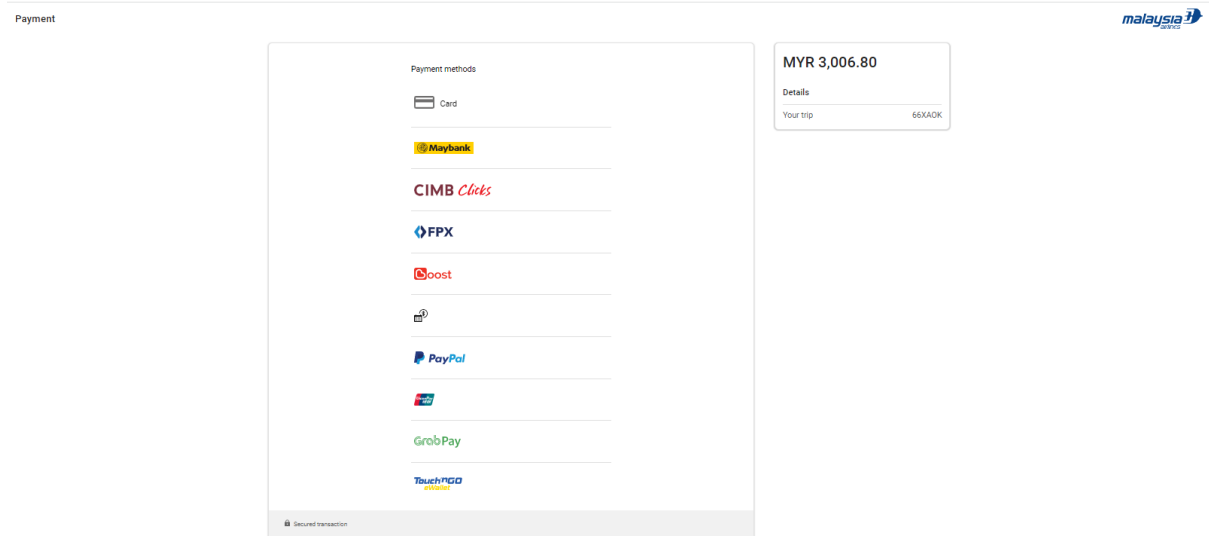
- Select your Add on (seat, meal, extra baggage, lounge). Chargeable add on will be added to your final amount.

- Continue to payment. Accept Covid-19 Safety Requirement.

- Review your tickets Terms and Conditions. Once you checked these two boxes, system will display total amount chargeable



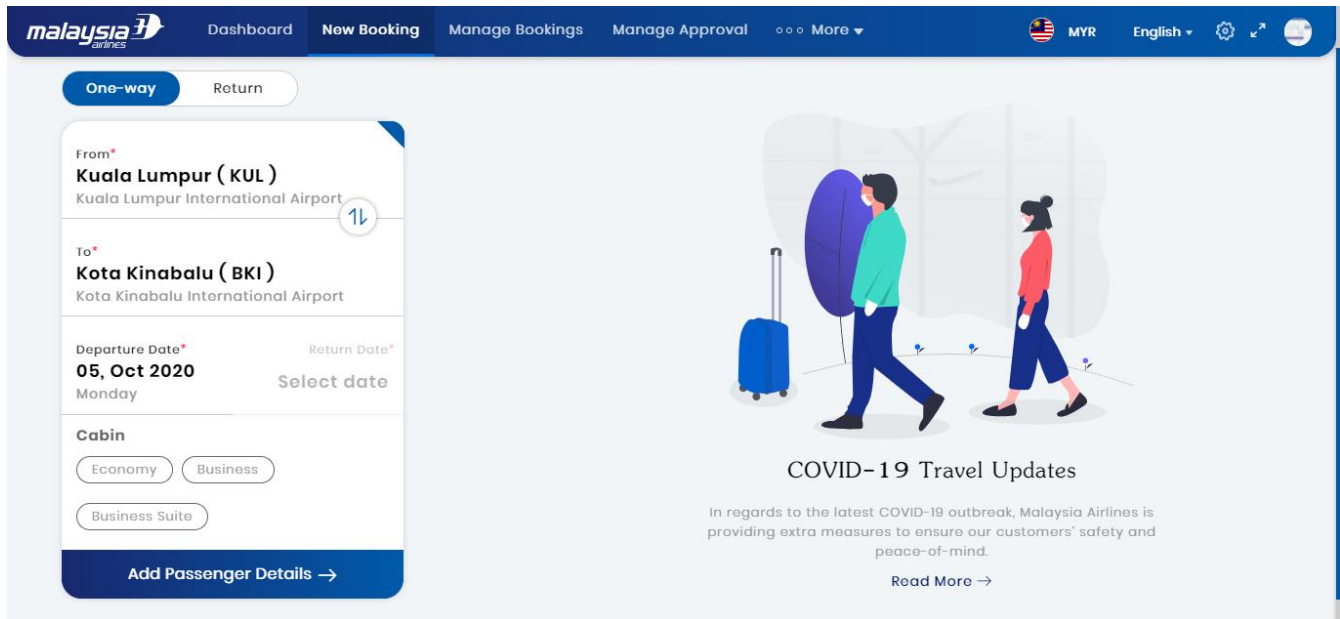
- Proceed to payment. Portal accept all major cards, Online banking, and a few e-wallets. The usage of MH eVoucher were not accepted as part of payment



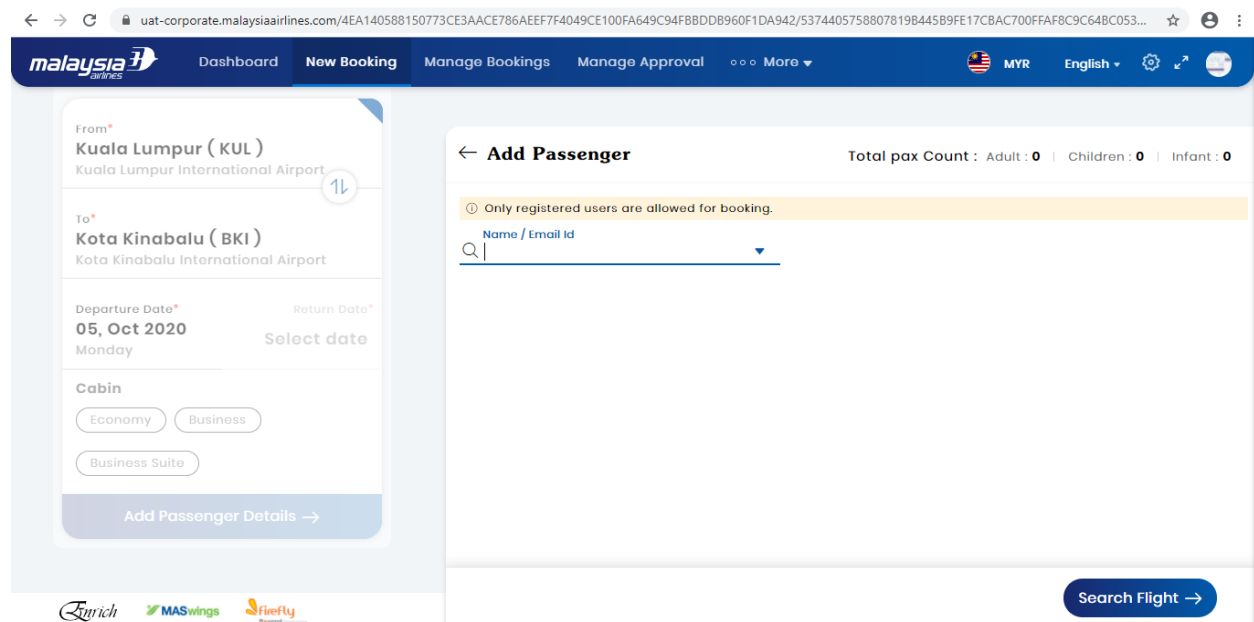
3. EXTENSIVE GUIDE FOR DUTY TRAVEL

3.1 Create Booking for Your Duty Travel with Approval Flow Setting

- To create a booking, click New Booking in the Header Tab
- Select the trip type (One-way or Return)
- Fill in the box with Asterisk
- Click Add Passenger Details to Proceed



- Search and select any passenger that has been registered
- Click Search Flight to proceed



- Select your flight and type of fare
- Click Next to proceed

Flight Select | Add pax | Add-ons | Payment | Confirmation

① Fare displayed is for 1 adult only and includes charges / taxes

Sort by: Price | Departure Time | Arrival Time | Duration

Flight	Class	Price
Mon 05, Oct 2020 08:15 Kuala Lumpur Kuala Lumpur International Airport (KUL) Terminal M Total duration 2h 40m, Direct flight Flight details Malaysia Airlines (MH2012)	Economy	From MYR 299.28 291.84
Mon 05, Oct 2020 10:55 Kota Kinabalu Kota Kinabalu International Airport (BKI) Terminal 1	Business	From MYR 999.92 952.22

Flight selection

Onward Mon 05, Oct 2020

08:15 Kuala Lumpur → 10:55 Kota Kinabalu

Economy Flex MYR 370.82 369.22

Fare Details | Fare basis code | Fare rules

Fare summary

Air Fare	MYR 329.00
Taxes, Fees and	MYR 40.22
Total	MYR 369.22

Next →

- You will be directed to review itinerary page as below
- Enter your Frequent Flyer number if you have one
- Fill in your emergency contact details (optional)
- Click Add-Ons to proceed

Review Itinerary | Traveller Information

Malaysia Airlines (MH2639)

21:25 Kota Kinabalu
Fri 16, Oct 2020
Kota Kinabalu International Airport (BKI)
Terminal 1

2h 25m

23:50 Kuala Lumpur
Fri 16, Oct 2020
Kuala Lumpur International Airport (KUL)
Terminal M

Fare Summary

Kuala Lumpur → Kota Kinabalu

Adult (1x 1,046.90) MYR 1,046.90

Total Amount MYR 1,046.90

Traveller Details

Mr. Amir Mohd Noor | Adult | amirmnoor@aim.com | +60 176263414

Frequent Flyer No. ▾

Emergency Contact Information

Contact Name _____ +60 ▾ | Mobile Number _____

Add-Ons →

- You will then be directed to add-on selection page
- You may choose your seats, additional luggage, meals, lounge access, and special assistance
- To proceed, click continue

The screenshot displays the Malaysia Airlines booking interface during the 'Add-ons' step. The flight route is Kuala Lumpur - Kota Kinabalu and Kota Kinabalu - Kuala Lumpur. The interface shows a seat map for the KUL - BKI leg, with rows A-F and columns 5-20. A sidebar on the left provides options for Seat, Baggage, Meals, Lounge, and Special Assistance. On the right, there are sections for 'KUL - BKI Onward' and 'BKJ - KUL Return', each with a passenger name 'Mr. Amir Mohd Noor' and icons for seat selection, baggage, meals, and lounge. At the bottom, a summary bar shows 'Selected seat(s) - 0 MYR 0.00', 'Total Add-Ons Amount MYR 0.00', and 'Total Amount MYR 1,046.90' with a 'Continue' button.

- Your booking request will be forwarded to your approver(s) for booking approval and payment.

3.2 Managing Your Booking

- To view and manage booking created, click Manage Bookings. You will be directed to below page

The screenshot shows the 'Manage Booking' page with a navigation bar at the top containing 'Dashboard', 'New Booking', 'Manage Bookings', and 'Manage Approval'. Below the navigation bar, there are tabs for 'Pending', 'Upcoming', 'Completed', and 'Expired'. A callout box labeled 'Booking status tab' points to the 'Pending' tab. The main area displays a table of bookings with columns for Order ID, PNR, Trip Type, No. of Passenger, Booking Date & Time, and Total Fare. A callout box labeled 'List of Existing Bookings' points to this table. On the right side, there is a 'Filters' sidebar with options for Time Period, Trip Mode, Status, Email ID, and Search by. A callout box labeled 'Filter to refine your search' points to this sidebar.

Order ID	PNR	Trip Type	No. of Passenger	Booking Date & Time	Total Fare	view
728	OJOG7H	One-way	1 Passenger(s)	Thu 27, Aug 2020 12:15	MYR 461.44	view
712	OG4M89	One-way	1 Passenger(s)	Wed 26, Aug 2020 21:04	MYR 301.38	view
700	OEKWQC	One-way	1 Passenger(s)	Wed 26, Aug 2020 14:41	MYR 2,879.00	view
690	OE5P33	One-way	1 Passenger(s)	Wed 26, Aug 2020 12:41	MYR 461.44	view
686	ODS925	One-way	1 Passenger(s)	Wed 26, Aug 2020 11:16	MYR 457.20	view

- Click Expand button to view the summary of ticket details and status e.g. Pending for Approval, Approved etc
- Click view icon button to view the complete details

This screenshot shows the 'Manage Booking' page with the 'Pending' tab selected. The first row of the booking table is expanded to show detailed information. A callout box labeled 'Expand this data' points to the expand button (a left-pointing arrow) on the left side of the row. Another callout box labeled 'view' points to the 'view' icon on the right side of the row. The expanded details include the departure location (Kuala Lumpur) and time (08:15), the flight duration (2h 40m), the arrival location (Kota Kinabalu) and time (10:55), the fare family (Economy Basic), and the status (Pending For Approv...).

Order ID	PNR	Trip Type	No. of Passenger	Booking Date & Time	Total Fare	view
728	OJOG7H	One-way	1 Passenger(s)	Thu 27, Aug 2020 12:15	MYR 461.44	view
712	OG4M89	One-way	1 Passenger(s)	Wed 26, Aug 2020 21:04	MYR 301.38	view

- Once you have clicked view icon button, you will be directed to the page below.
- You will have the function to cancel or change the flight/date

malaysia airlines | Dashboard | New Booking | Manage Bookings | Manage Approval | More

MYR | English

Manage Booking / View Booking

View Booking

Requested by: Mr.Zayn Mooney
Payment done by: Mr.Amir Mohd Noor

Fare details
Kuala Lumpur → Kota Kinabalu
Adult (1x 1,036.30) MYR 1,036.30
Total Amount MYR 1,036.30

Order ID	Booking Date & Time	Payment Date & Time	Airline PNR	Cancel Ticket	Change Flight/Date
726	Thu 27, Aug 2020 12:05	Thu 27, Aug 2020 12:22	OJMKBU		

Flight Itinerary

← Back to list page

Kuala Lumpur	→	Kota Kinabalu	Sun 13, Sep 2020	0 Stop(s)	Economy Flex
Malaysia Airlines (MH2612)					
08:15 Kuala Lumpur					10:55 Kota Kinabalu

3.3 Generating Your Duty Travel Report

- In the header tab, click Reports

malaysia airlines | Dashboard | New Booking | Manage Bookings | Manage Approval | More

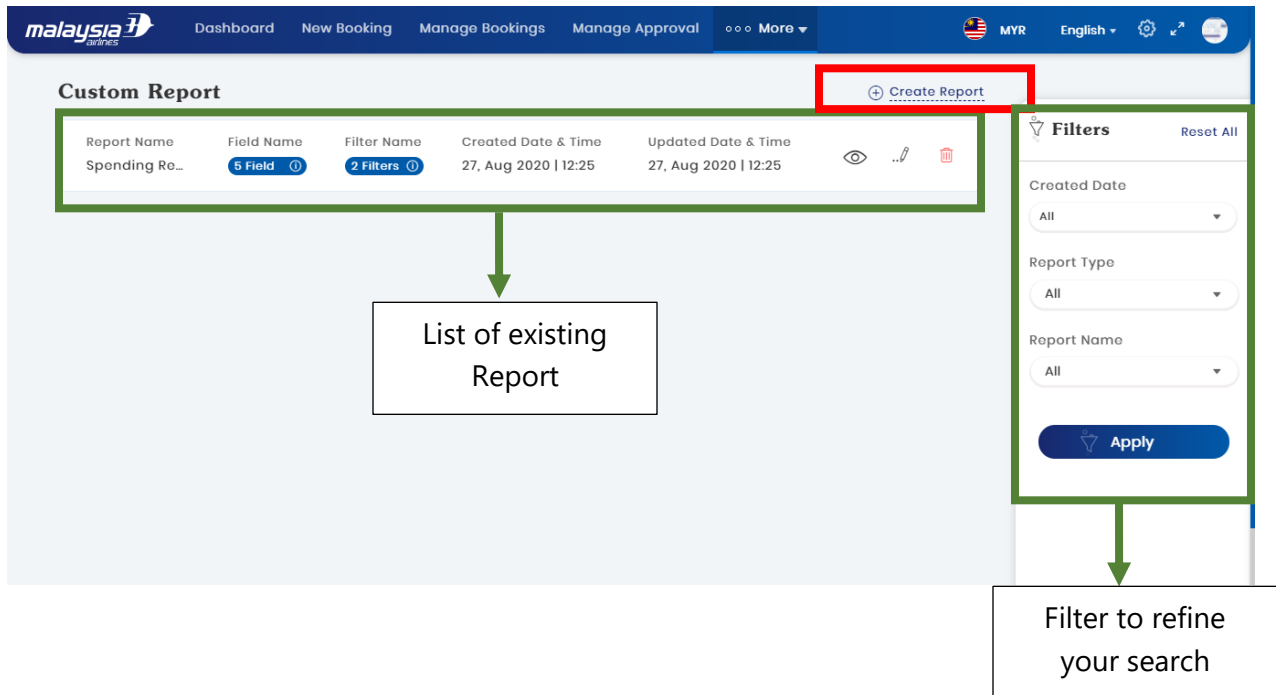
Report

Report Name	Field Name	Filter Name	Created Date & Time	Updated Date
...ding Re...	5 Field	2 Filters	27, Aug 2020 12:25	27, Aug 20...

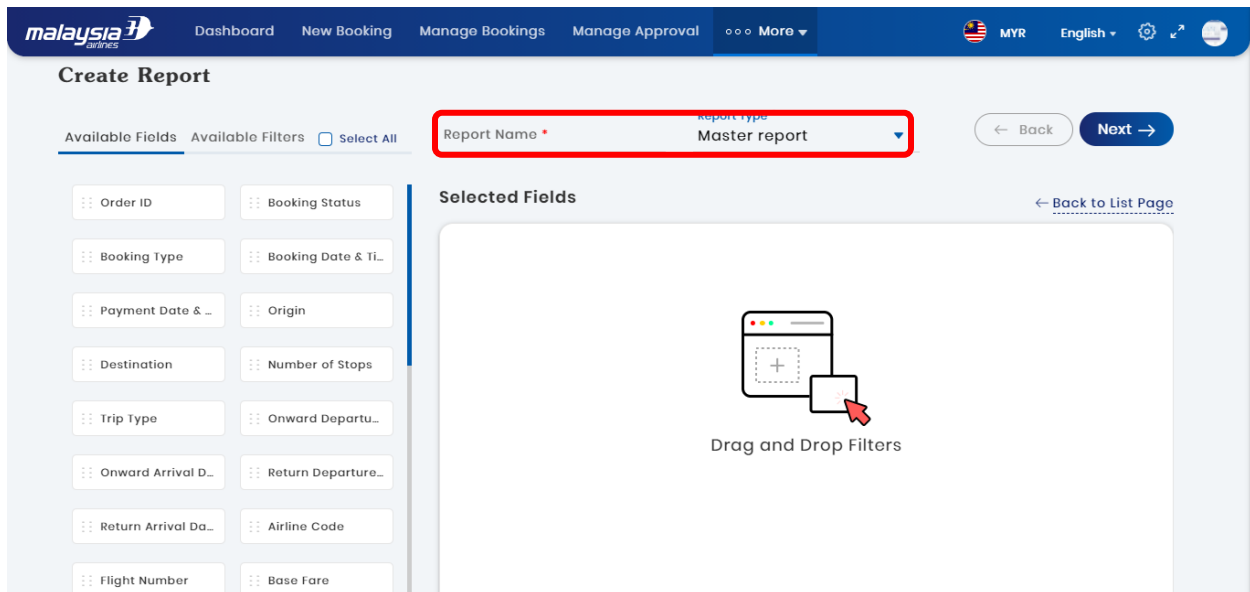
More

- Manage Profile
- Manage Employee Grouping
- Manage Approval Settings
- Reports

- Once clicked, you will be directed to below page that show list of existing Report, if any
- Click Create Report to create your new report



- Once clicked, you will be directed to below page
- Drag minimum 5 provided fields and minimum 1 filter into Drag and Drop Filters section
- Tick Select All if you wish to add all fields
- Field the name of the report
- Click Next to complete the report creation
- The report now will be appeared in list of existing report in the previous page



3.4 Approving Travel Request If Being Nominated As Approver

- Click Manage Approval button in the header tab to view the list of approval settings.

The screenshot displays the 'Manage Approval' interface. At the top, the Malaysia Airlines logo is on the left, and navigation tabs for 'Dashboard', 'New Booking', 'Manage Bookings', and 'Manage Approval' are on the right. The 'Manage Approval' tab is active. Below the navigation bar, the title 'Approval List' is centered. Underneath the title are four filter tabs: 'Pending', 'Rejected', 'Approved', and 'Expired'. The 'Pending' tab is selected and highlighted. Below the tabs, there are two rows of approval requests, each represented by a circular icon and several horizontal lines indicating text or data fields.



- Once clicked, you will be directed to below page

Approval status list tab

Approval List

Sort by [v] [Q]

Pending Rejected Approved

Order ID	PNR	Trip Type	No. of Passengers	Booking Date & Time	Total Fare	view
119	NHTJM5	Return	1 Passengers	Tue 30, Jun 2020 12:55	MYR 4,124.00	view
<p>Departure Kuala Lumpur 09:05 Tue 10, Nov 2020 → 14h 20m 0 Stops → London 15:25 Tue 10, Nov 2020</p> <p>Return London 10:25 Fri 13, Nov 2020 → 12h 50m 0 Stops → Kuala Lumpur 07:15 Sat 14, Nov 2020</p> <p>Fare Family: Economy Basic</p> <p>Status: Pending For Approv...</p>						
101	NC6KKD	One-way	1 Passengers	Mon 29, Jun 2020 12:58	MYR 1,021.00	view
95	NC2WD8	Return	1 Passengers	Mon 29, Jun 2020 12:26	MYR 1,487.00	view

Filters: Reset All

Time Period: Last Month [v]

Trip Mode: All [v]

Email ID: [v]

Apply

Click here to expand / minimize the list

Bookings list

Filters

- There are three (3) tab in the approval status list.
 - Pending tab = Showing booking that pending for approval
 - Rejected tab = Showing booking that has been rejected by the approver
 - Approved = Showing booking that has been successfully approved
- There are three (3) filter function in the filter box
 - Time period = allow you to filter booking made on certain range of period
 - Trip mode = allow you to filter type of trip
 - Email ID = allow you to filter and search by user email address
- To approve the requested booking, click on View icon button

- Once clicked, you will be directed to the page below
- To approve, click the approve button. If you are the last or the only approver, you will then be directed to Make Payment page.
- To reject, click the reject button. The rejected booking will then be appeared in the Rejected Tab list in the previous page

View Booking
Requested By : Datin.Shailesh RE

KUL Kuala Lumpur → **DEL** Delhi

1 Requested → 2 Ms.Sandhiya CS → 3 Mr.Abdul Majeed

Fare details

Kuala Lumpur ↔ Delhi

Adult (2x 1,887.00) MYR 3,774.00

Add-ons MYR 0.00

Total Amount MYR 3,774.00

Order ID: **1030** | Booking Date & Time: **Mon 18, May 2020 | 19:33**

Flight Itinerary [Back to list page](#)

Kuala Lumpur ↔ Delhi | Wed 24, Jun 2020 | 1 Stop(s) | Economy Basic

Malaysia Airlines (MH179)

22:00 Kuala Lumpur (Wed 24, Jun 2020) → **3h 25m** → **22:55** Colombo (Wed 24, Jun 2020)

SriLankan Airlines (UL191)

00:40 Colombo (Thu 25, Jun 2020) → **3h 25m** → **04:15** Delhi (Thu 25, Jun 2020)

Traveller Details

Datin. Shailesh Re | Adult | shailesh.r@infinisoft... | +60 48578347878

Kuala Lumpur ↔ Delhi | Departure

KUL - CMB | Seat No: Not Selected | Meal(s): Not Selected | Baggage(s): Not Selected | Lounge: Not Selected | Special Assistance: Not Selected

CMB - DEL | Seat No: Not Selected | Meal(s): Not Selected | Baggage(s): Not Selected | Lounge: Not Selected | Special Assistance: Not Selected

Datin Seri. Padm... | Adult | Daughter

Kuala Lumpur ↔ Delhi | Departure

KUL - CMB | Seat No: Not Selected | Meal(s): Not Selected | Baggage(s): Not Selected | Lounge: Not Selected | Special Assistance: Not Selected


CMB - DEL | Seat No: Not Selected | Meal(s): Not Selected | Baggage(s): Not Selected | Lounge: Not Selected | Special Assistance: Not Selected

← **Reject** | **Approve** →




- To proceed with payment, tick the terms and conditions box and click Approve & Pay. You will then be directed to payment gateway page.

Make Payment



AMADEUS
Payment
Gateway

Order Id : 1406

Fare details	Flight Details	Ancillary Details	Pax Info
Chennai  Kuala Lumpur			
Adult (1x 720.00)			MYR 720.00
Add-ons			MYR 0.00
Total Amount			MYR 720.00

Terms and Conditions

I understand and accept the [Terms and Conditions of Carriage](#), [Terms and Conditions of Seat Selection](#) and [Privacy Policy](#).

Note :

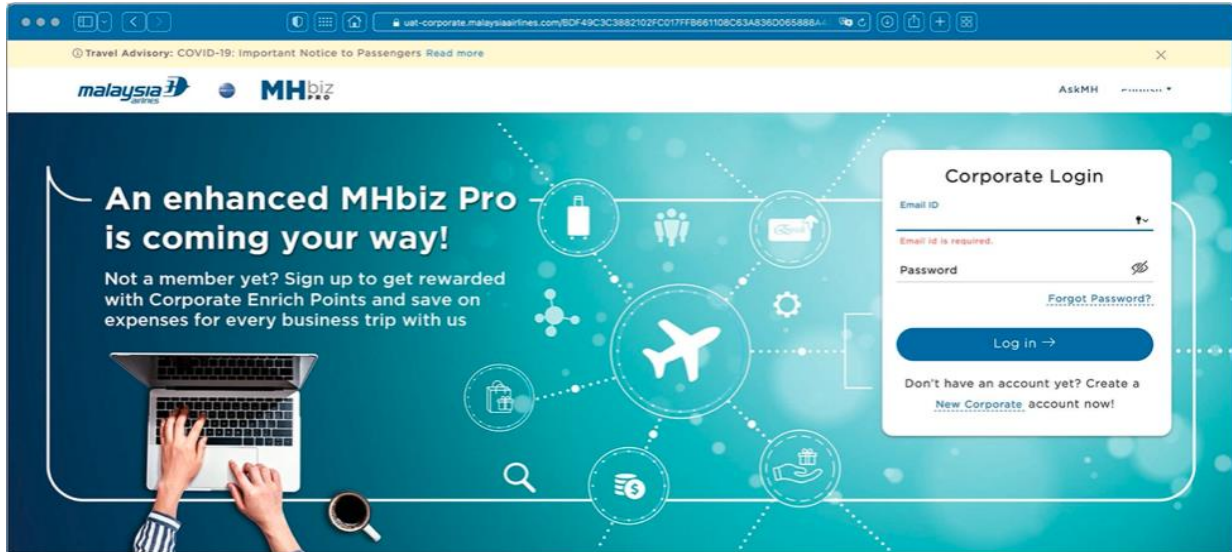
- ✓ Click on the 'View & Approve' button to refer additional travel plan details including SSR, flight layout etc. Make your payment for travel plan approval.
- ✓ The approval link will be valid till before departure.
- ✓ This message was sent from an unmonitored email address, please do not reply to this message.

MYR 720.00 | Approve & Pay →

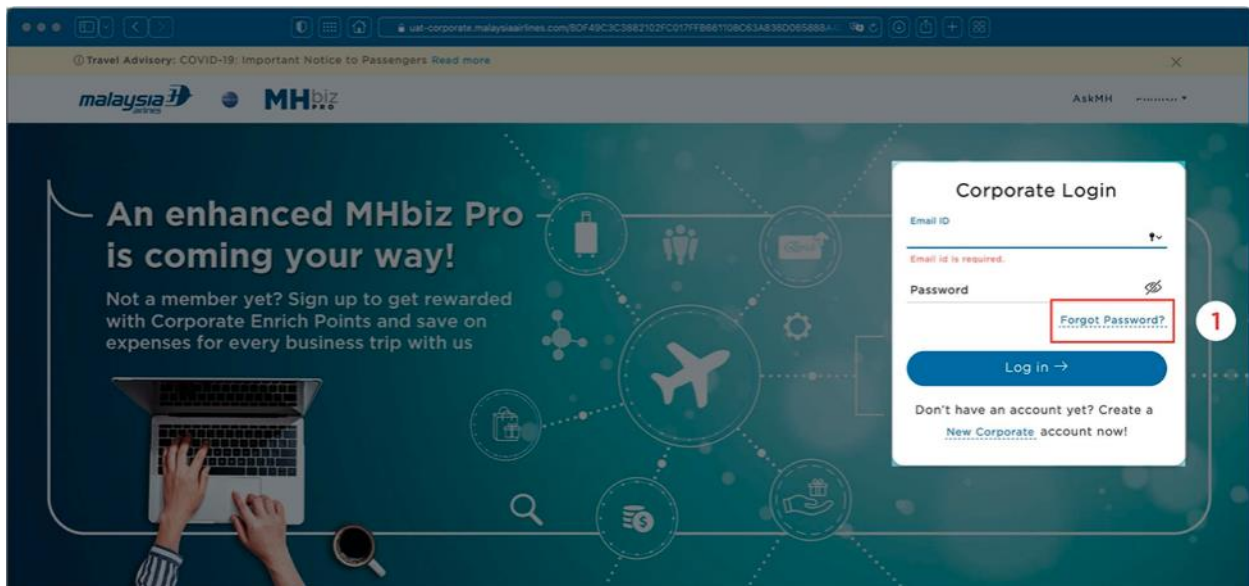
4. QUICK START FOR LEISURE TRAVEL

4.1 First-Time Log in for Corporate User

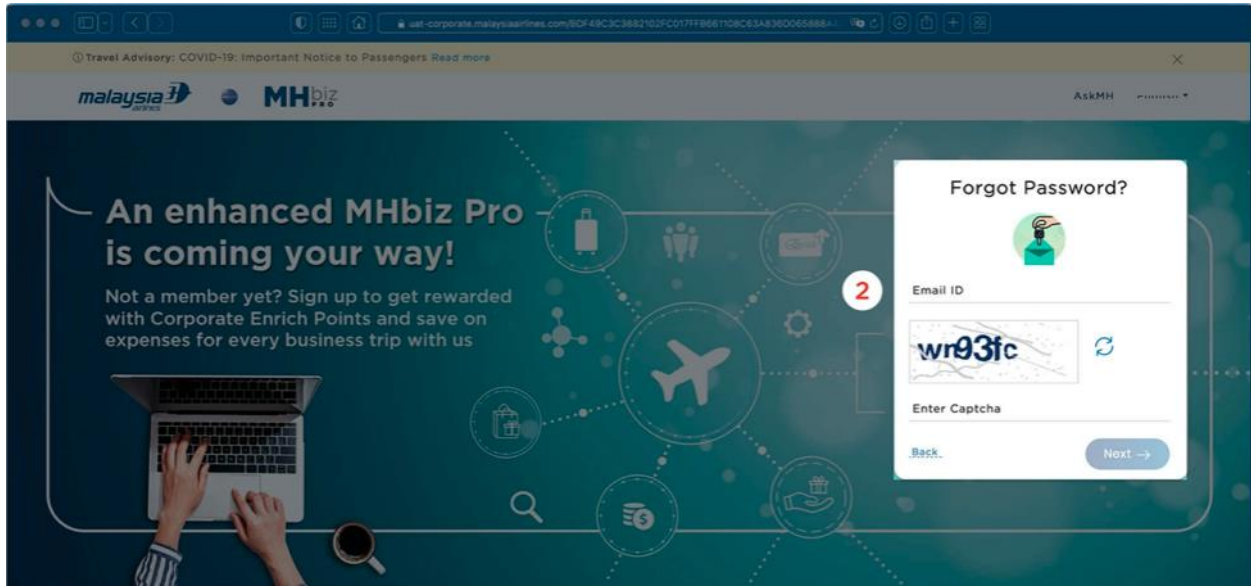
- Skip this step if you have completed it in item 2.1.
- Log in to MHbiz PRO at mhbizpro.malaysiaairlines.com



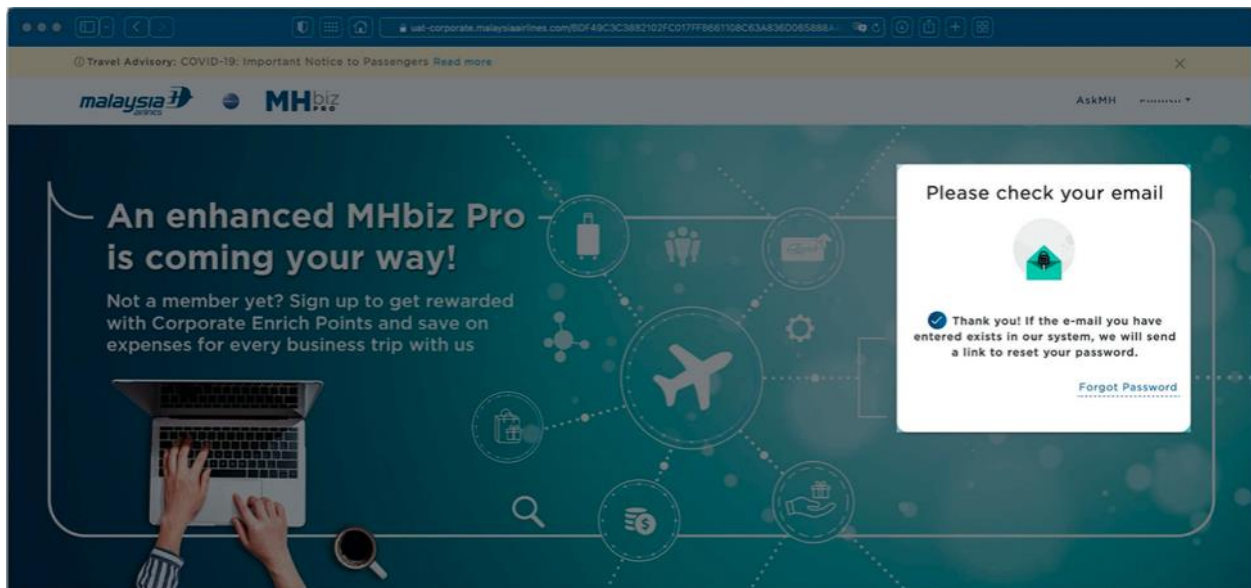
- Click “Forgot Password” and a verification email will be sent to your email ID



- Insert email ID and enter Captcha

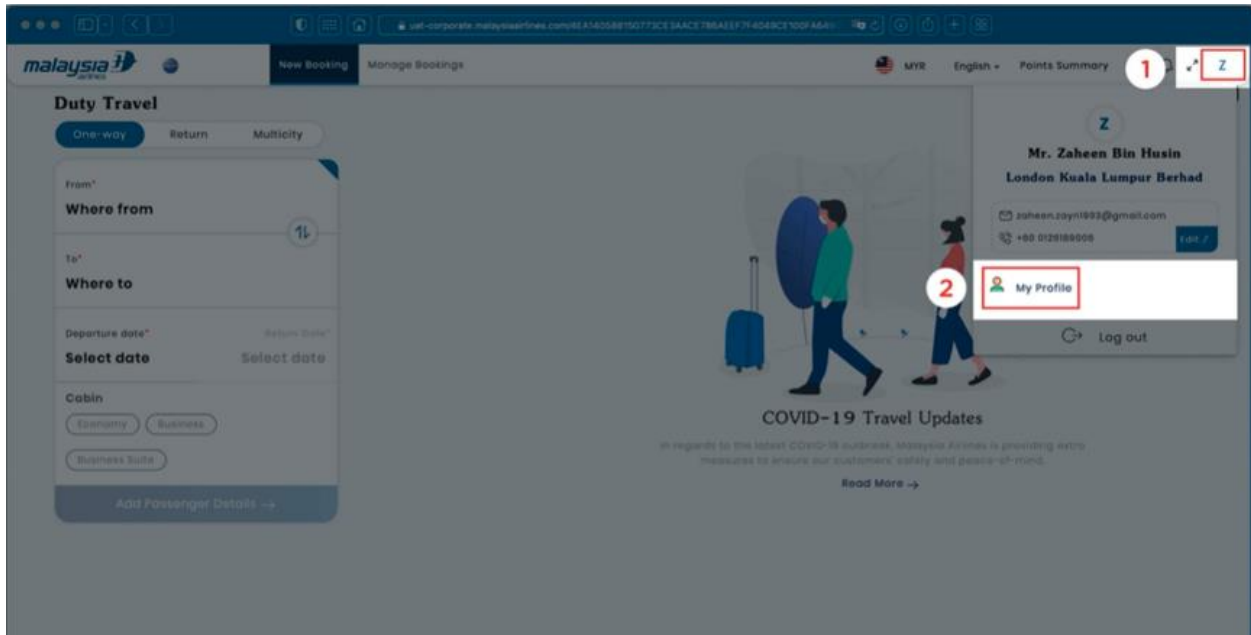


- Check your email for the reset link

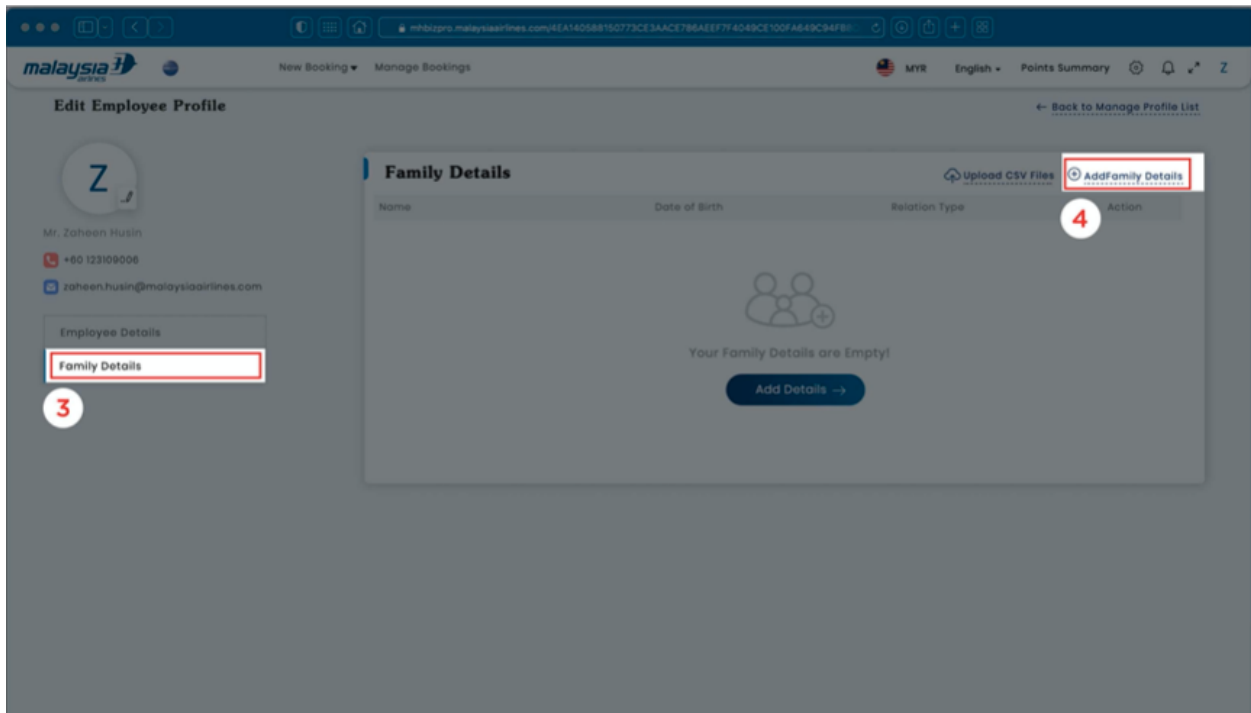


4.2 Add Your Family Details

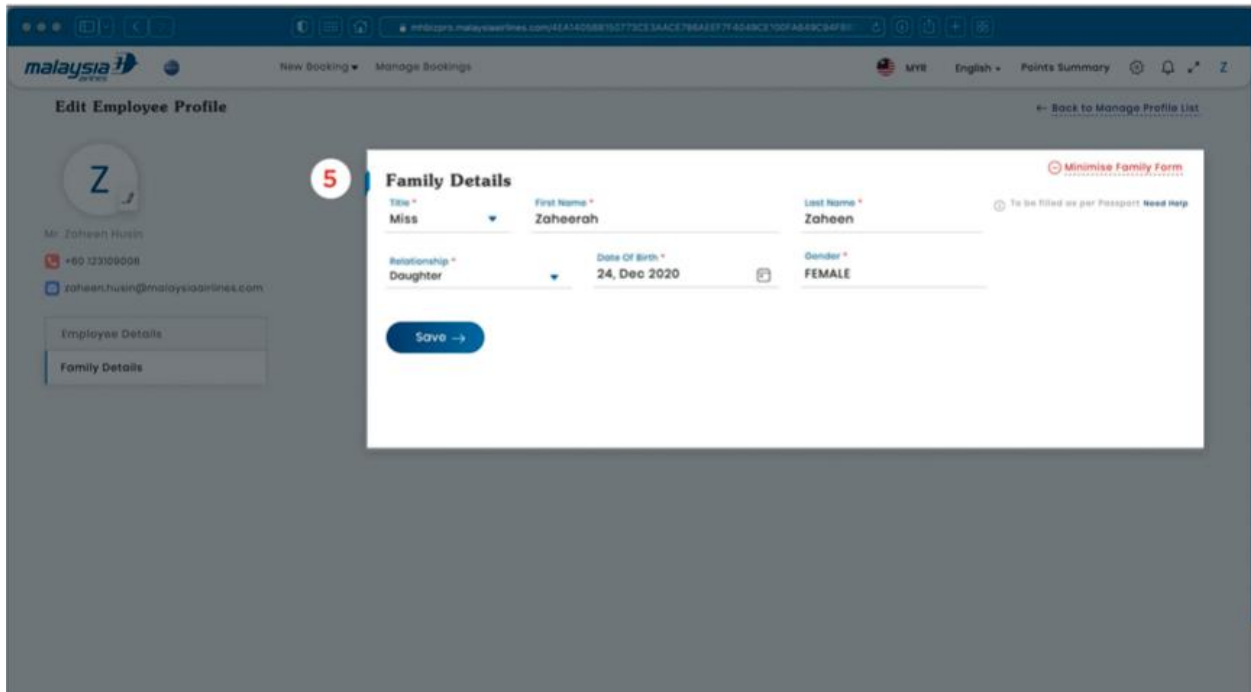
- Under “Manage Profile”, click the edit icon



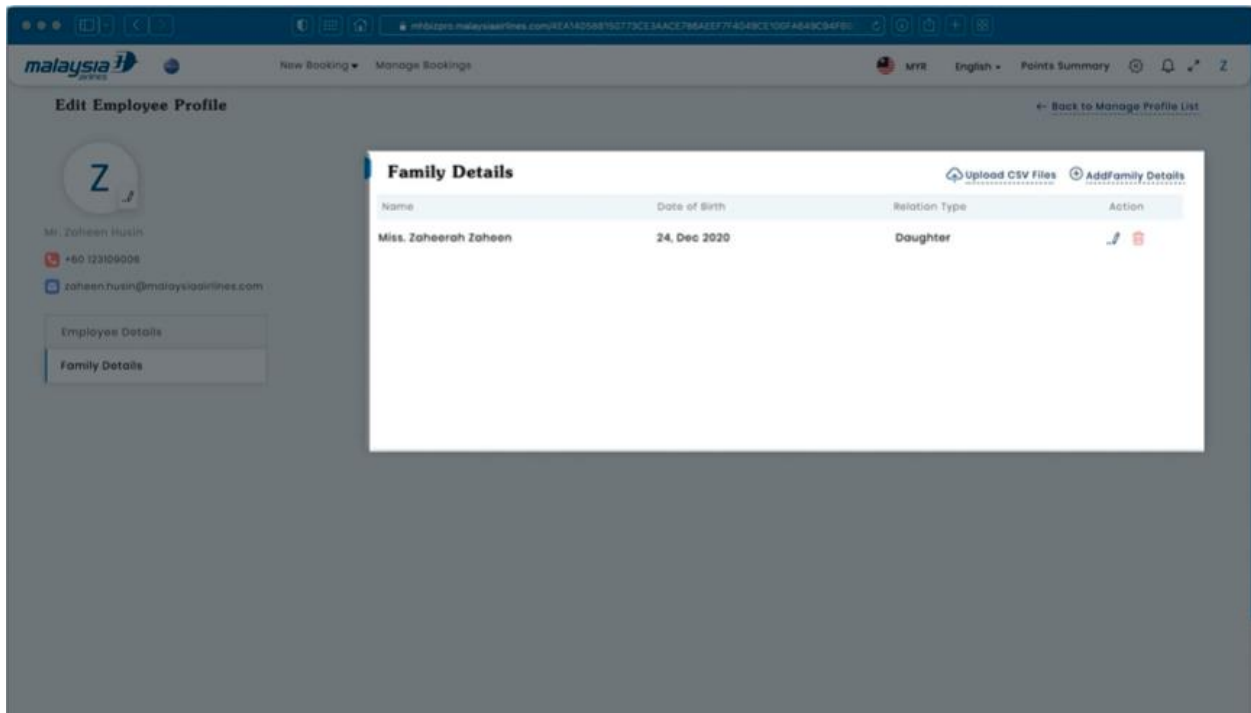
- Click on the “Family Details” tab
- Add “Family Details”



- Fill in “Family Details” for the family member

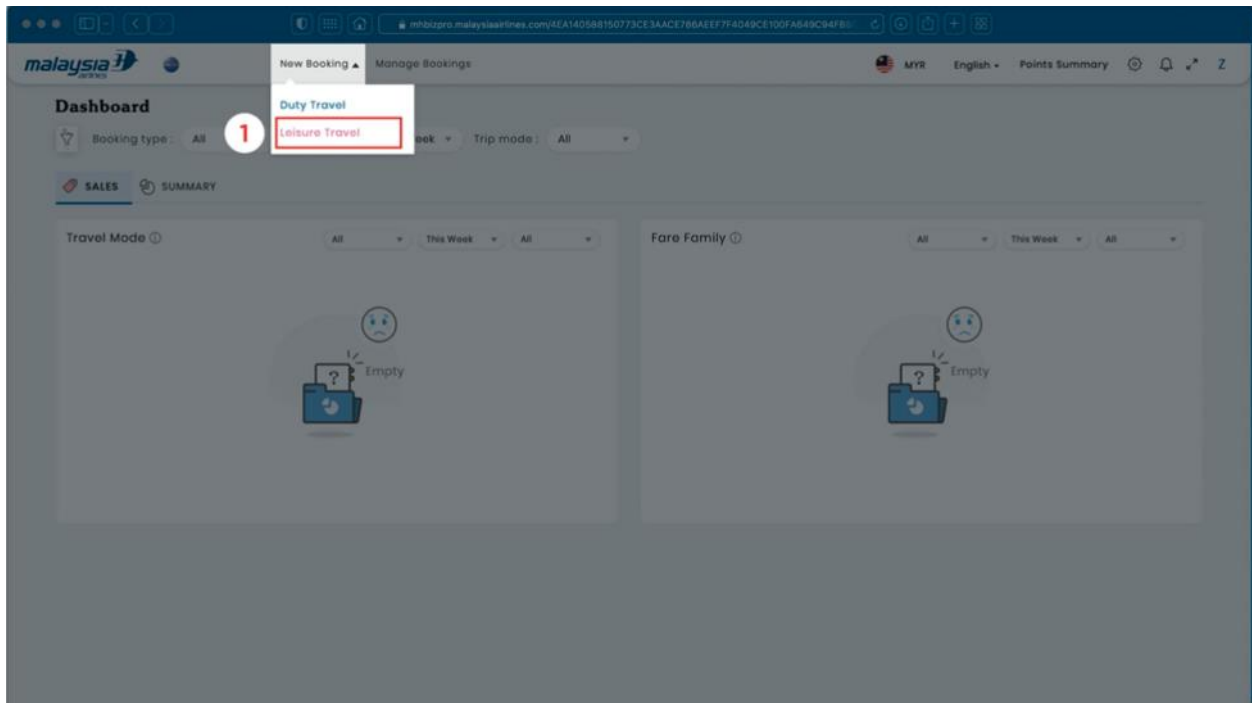


- “Family Details” added

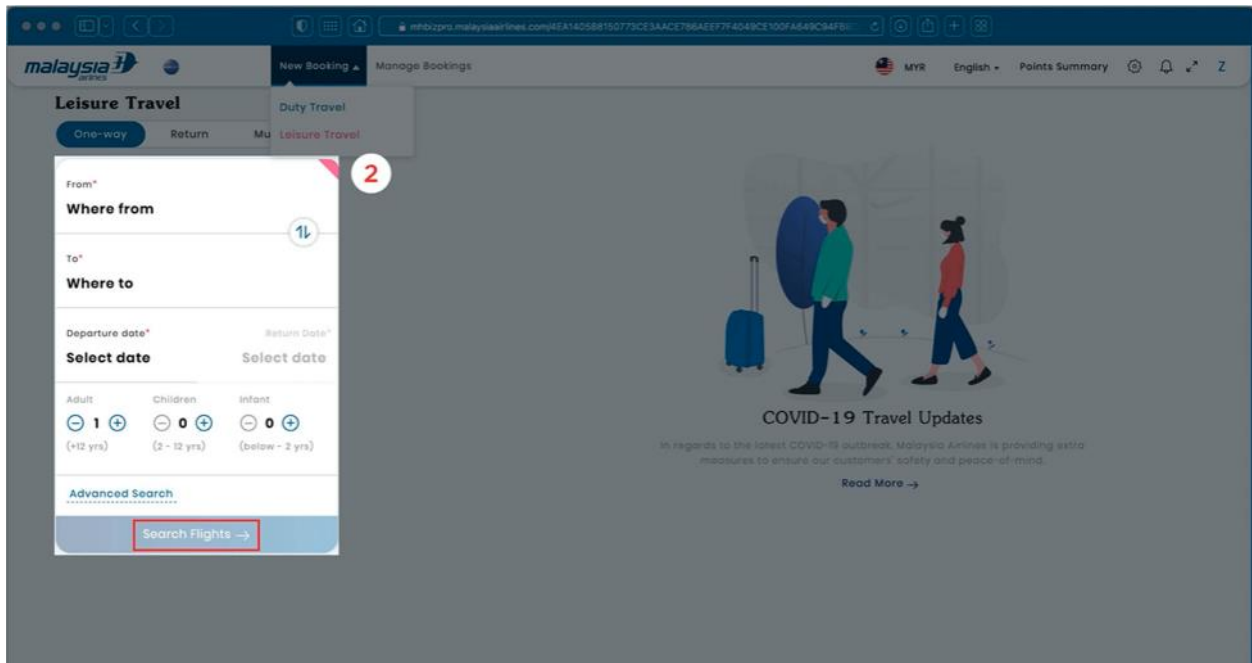


4.3 Create Booking for Yourself and Your Family

- Under the “New Booking” tab, select “Leisure Travel”.



- Select your destination, dates and number of passengers. Then click “Search Flights”



- Select your flight

The screenshot shows the flight selection interface for Kuala Lumpur (KUL) to Langkawi (LGK) on 18 Dec 2021. The page is divided into several sections:

- Flight Select:** Shows the route and date. A calendar view highlights the selected date (18 Dec 2021) with a price of 173.09. Other dates and prices are also visible.
- Summary:** Shows 1 Adult(s) for the flight.
- Flight selection:** Displays three flight options with their respective prices for Economy and Business classes.

Flight Option	Economy	Business
09:00 Kuala Lumpur to 10:10 Langkawi (MH432)	From MYR 446.13 386.13	From MYR 1,238.66 1,066.66
10:00 Subang to 11:15 Langkawi (MH5362)	From MYR 506.70 483.70	Fare not available
10:45 Kuala Lumpur to 11:55 Langkawi (MH438)	From MYR 267.46 232.46	From MYR 842.43 726.43

- Fill in your family details. Please ensure the added family members as per item 4 are shown here. Simply click on the box to add.

The screenshot shows the 'Traveller Information' section of the Malaysia Airlines website. It displays details for an adult and an infant, including names, titles, and frequent flyer numbers.

Adult - 1

- Saved Family: Mr Zaheen Husin
- Title: Mr
- First Name: [Empty]
- Last / Family Name: [Empty]
- Frequent Flyer No (optional): [Empty]

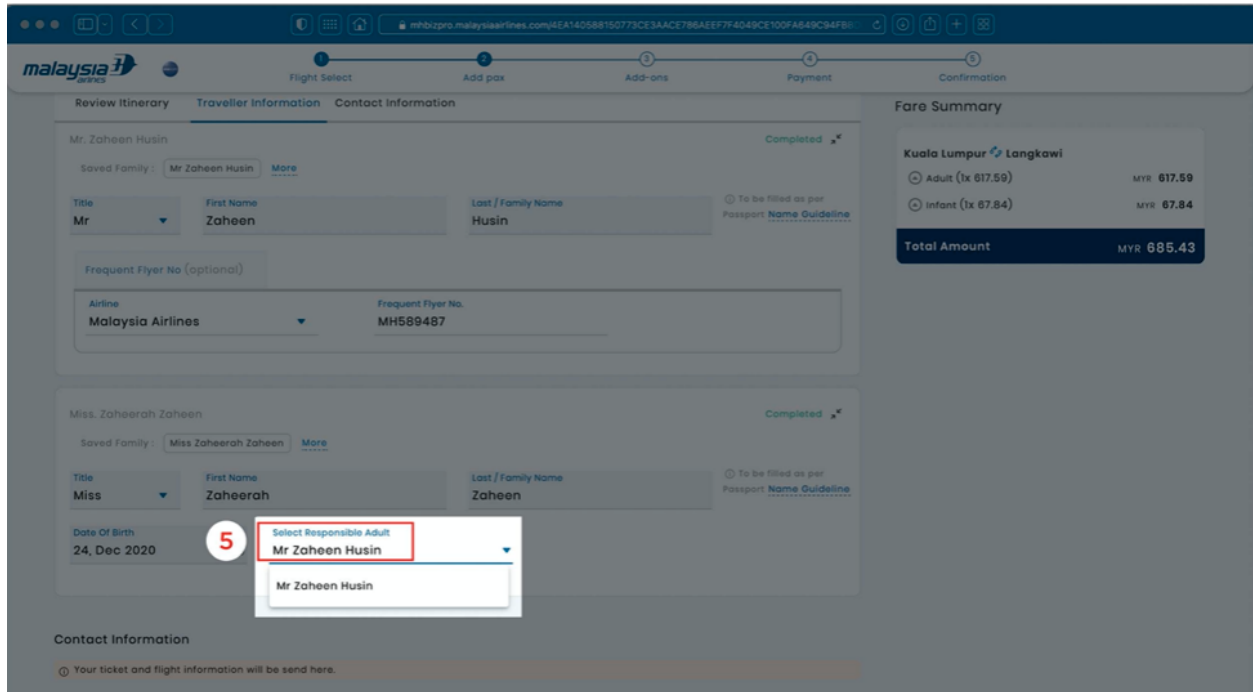
Infant - 1

- Saved Family: Miss Zaheerah Zaheen
- Title: Mr
- First Name: [Empty]
- Last / Family Name: [Empty]
- Date Of Birth: [Empty]
- Select Responsible Adult: Adult 1

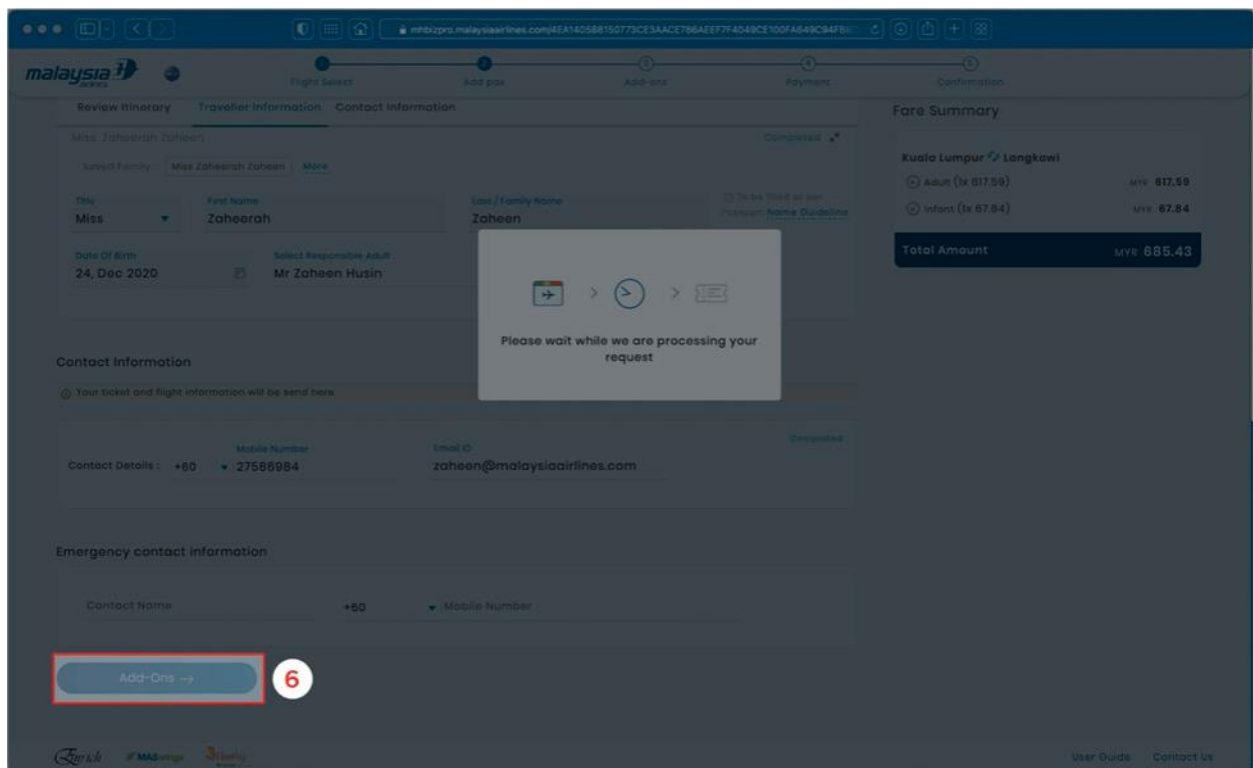
Fare Summary

Category	Price
Adult (1x 617.59)	MYR 617.59
Infant (1x 67.84)	MYR 67.84
Total Amount	MYR 685.43

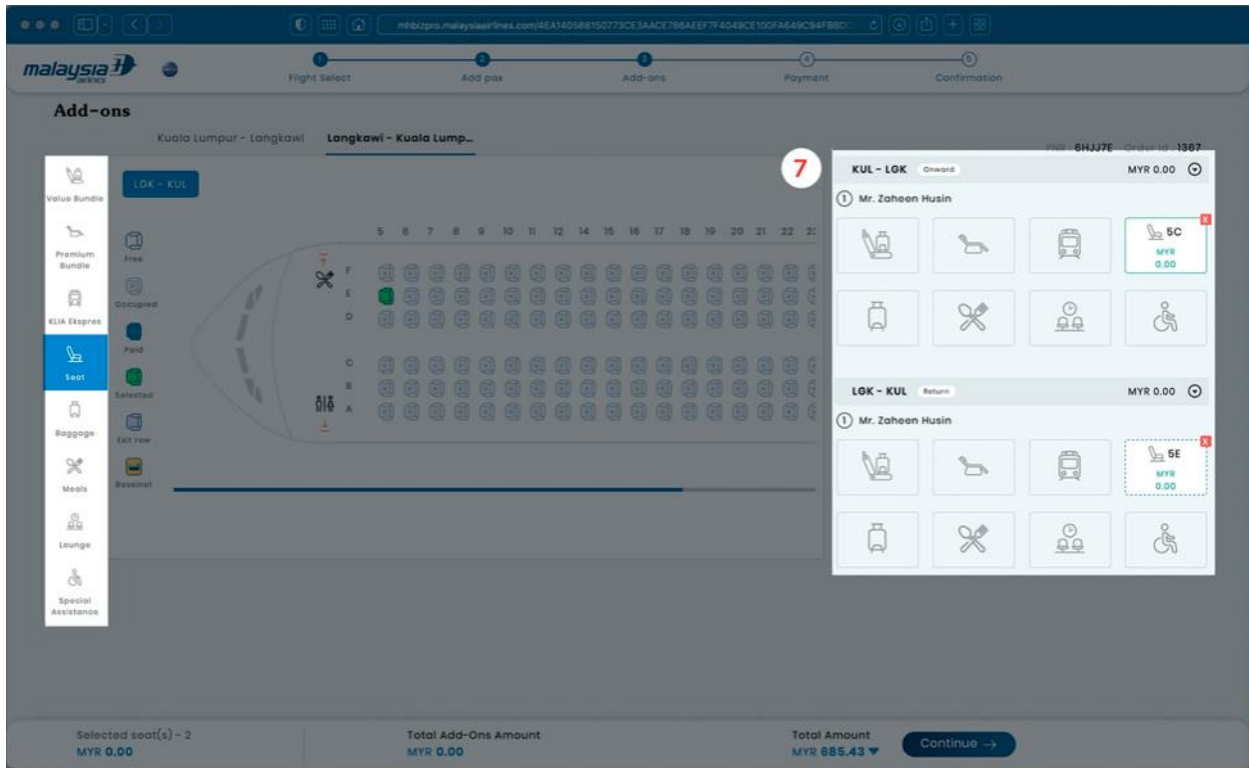
- When listing an infant's details, be sure to select a Responsible Adult (One adult per infant)



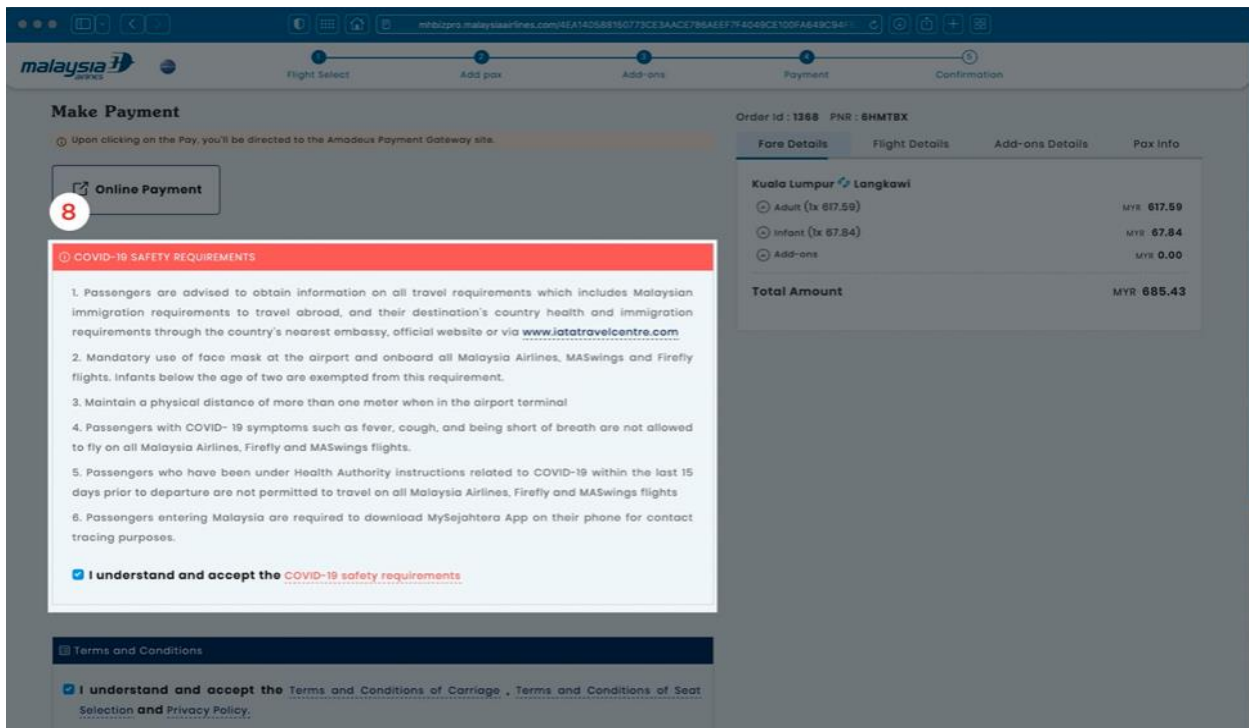
- Next click on "Add-ons"



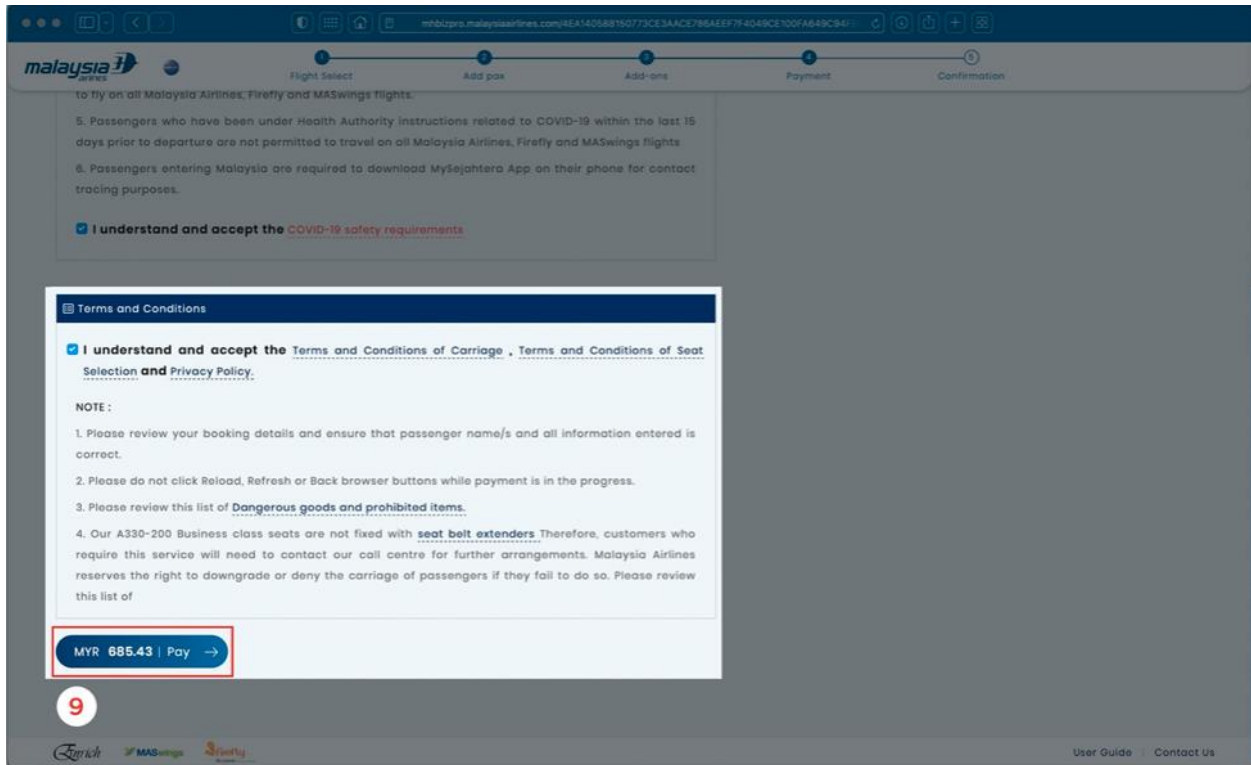
- Select your “Add-ons”



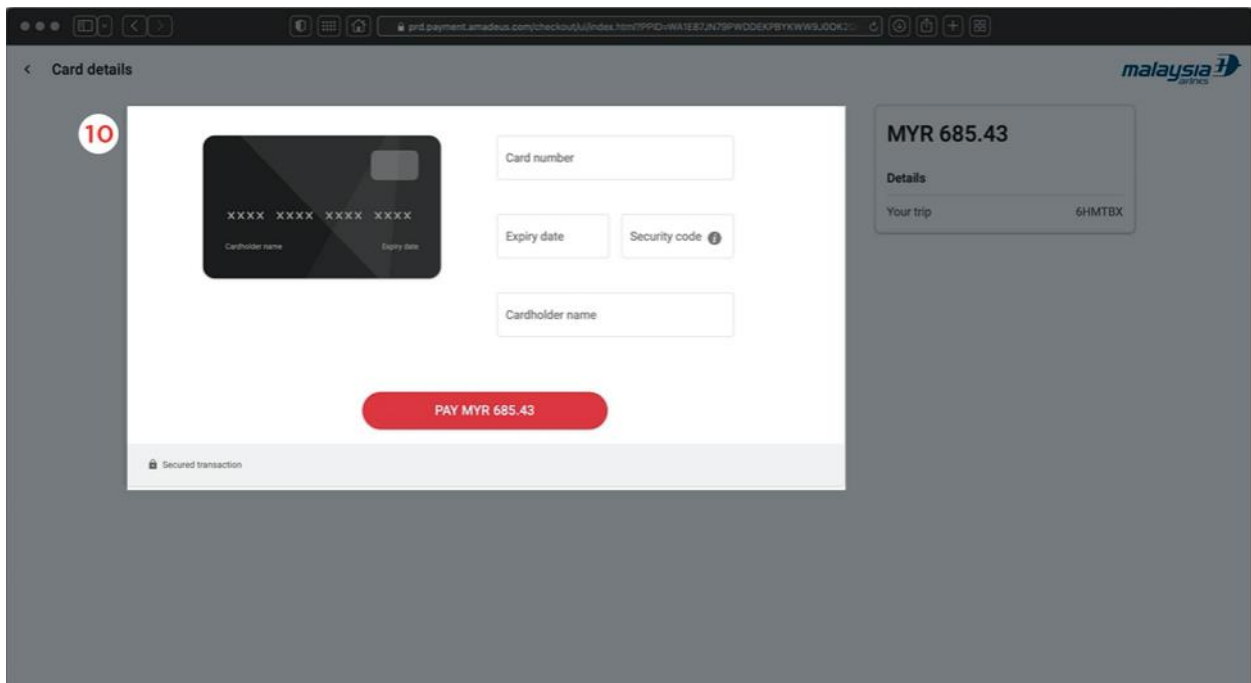
- Read through and acknowledge the COVID-19 Safety Requirements



- Read through and acknowledge the Terms and Condition. Then click “Pay”



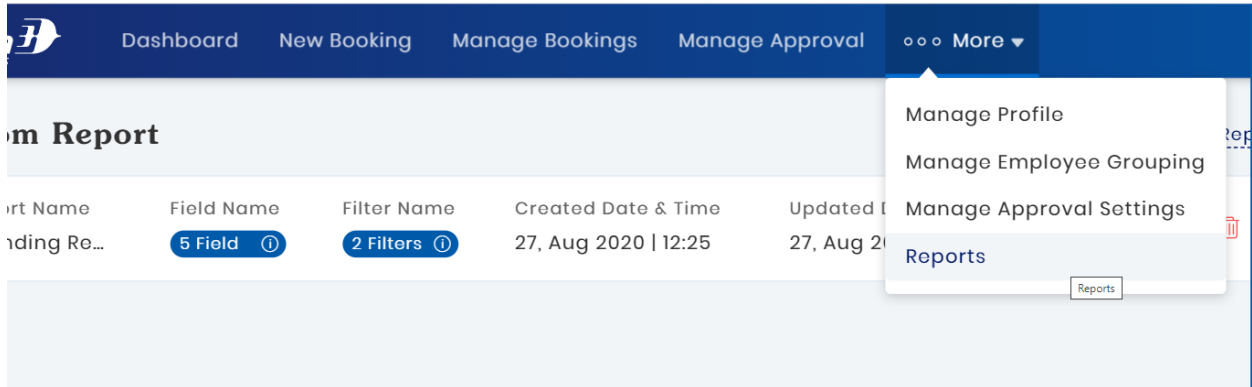
- Select you Payment Method and proceed to make your payment.



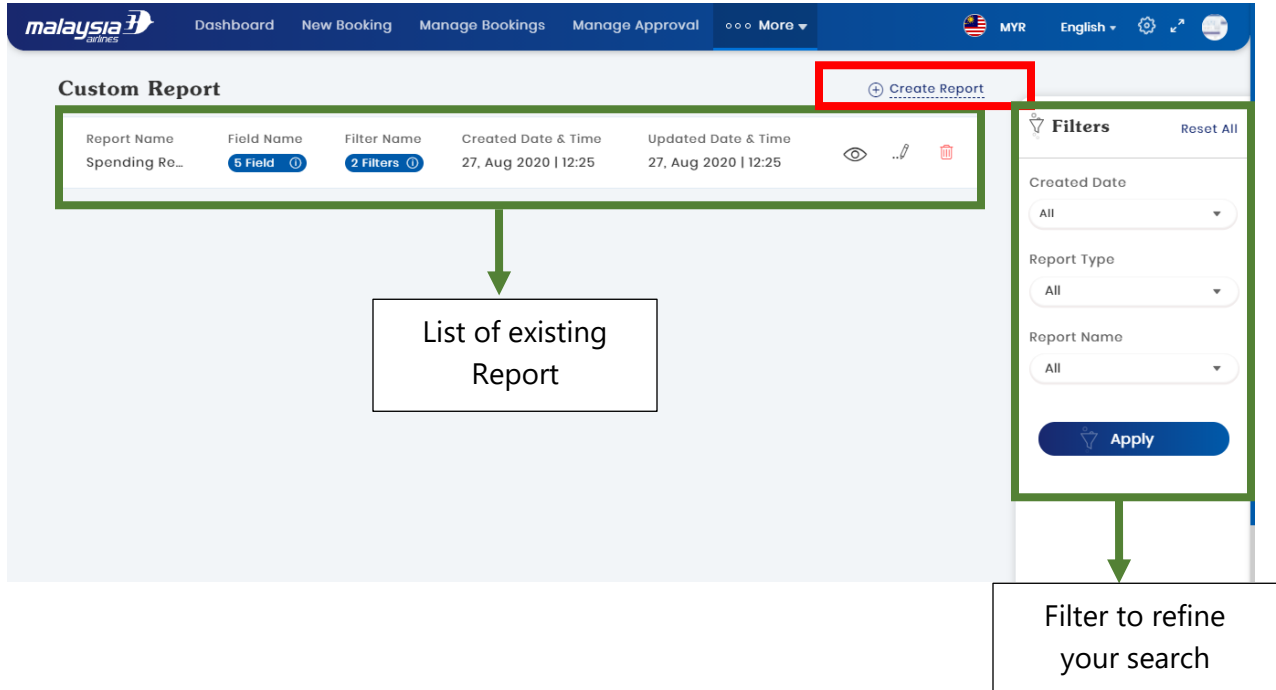
5- REPORT

5.1 Create your own report

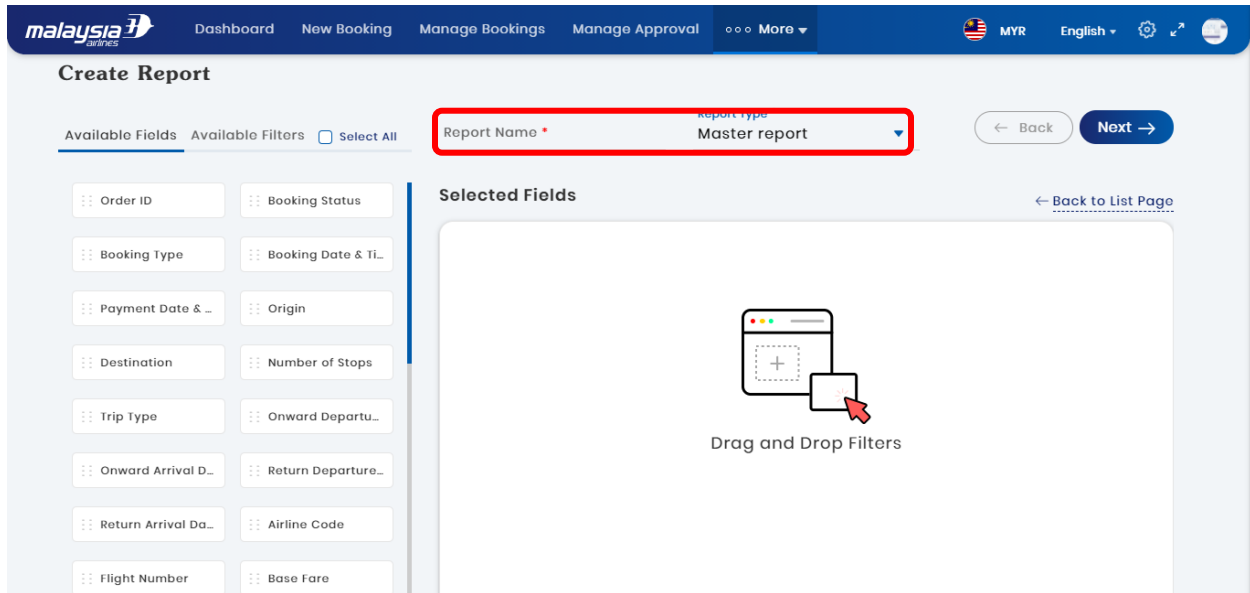
- In the header tab, click Reports



- Once clicked, you will be directed to below booking
- Click Create Report to create your new report



- Once clicked, you will be directed to below page
- Drag minimum 5 provided fields and minimum 1 filter into Drag and Drop Filters section
- Tick Select All if you wish to add all fields
- Field the name of the report
- Click Next to complete the report creation
- The report now will be appeared in list of existing report in the previous page



6. DASHBOARD

Our dashboard function will only be available in the future. We will update you accordingly once this function is ready in our MHbiz PRO.



Please do not hesitate to contact our MHbiz PRO dedicated support team shall you need further clarification pertaining to the user guide or any assistance pertaining to the portal or ticketing via portal at mhbizpro@malaysiaairlines.com

